



MULTNOMAH COUNTY SHERIFF'S OFFICE

Sheriff Nicole Morrissey O'Donnell

Training Unit and Jails Operations Internship - Hiring Multiple Positions

JOB TYPE: Temporary College Intern

SALARY: \$24.00 an hour, Approximately 30-40 hours per week

DURATION: Summer 2025 - Starting in June - 12 weeks

LOCATION: **Multnomah County Detention Center**

1120 SW 3rd Ave. Portland, OR

or

Portland Portal Training Center

3083 NE 170th Place • Portland, Oregon 97230

TriMet Passes are available if transportation to County facilities is required.

Eligibility requirements and more details found on our College to County [website](#).

Agency Solicitation and Program Description:

The Multnomah County Sheriff's Office is seeking **TWO** qualified candidates for a temporary, summer position as Training Unit intern and Jail Operations intern. These interns will work closely with MCSO staff at the Multnomah County Detention Center and Portland Portal Training Center, assisting MCSO staff to ensure smooth operational needs at the Multnomah County Sheriff's Office.

Join the Multnomah County Sheriff's Office (MCSO) and become part of a dynamic team where your commitment to justice and community safety can make a real difference. We are seeking individuals who are dedicated to serving the community, passionate about helping others and inspired by a strong sense of purpose. MCSO is committed to fostering a diverse and inclusive workforce and investing in professional development opportunities throughout your career.

To learn more about our agency, please watch our video: [Join Our Team](#)

Job Description:

The Training Unit position prepares, records, and tracks all documentation relating to the training, certification, and incentive pay levels as required by agency policy, and state and Department of Public Safety, Standards, and Training required rules and regulations. This position will research agency training opportunities and training "best practices" in corrections and law enforcement. The successful candidate will type and proofread a variety of documents including general correspondence, agendas, reports, memos, subpoenas, and statistical charts. Prepare information and data for statistical and financial reports; maintain a variety of statistical records; check and tabulate basic numerical data and prepare simple statistical reports.



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The MCSO Operations position offers a hands-on learning experience in both the public-facing and behind-the-scenes aspects of criminal justice and public safety within a full-service metropolitan Sheriff's Office. Interns will gain knowledge in mental health and crisis communication with individuals in custody, new deputy training, public safety outreach, and strategic research and planning. Additional opportunities include exposure to corrections facility operations, court security, tactical team training, investigative fundamentals, and maritime law enforcement.

Knowledge/Skills/Abilities Required:

- Microsoft Suite including Word/Excel/PowerPoint
- College to County Program [Eligibility Website](#)
- Working knowledge of Outlook
- Writing – Ability to communicate effectively in written form
- Time Management – Ability to manage and track one's own hours
- Ability to pass a criminal justice records check

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position located on this [website](#). The deadline for submitting an online application is April 15th, 2025.

Manager: Doug Asboe



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